

Academic Senate
MINUTES
 Monday, March 25, 2019
 3:00 – 5:00 p.m.
 Room 1109

Executive Committee Members Present					
x	Cathy Anderson		Kari Aranbul	x	Jim Bigelow
x	James Crockett		Anthony Eckhardt	x	Leslie Ellingson
x	Leo Fong	x	Lenore Frigo	x	Scott Gordon
	Chaz Kelley	x	Robb Lightfoot	x	Mindy Marlatt
x	Susan Meacham	x	Haley Mulvihill	x	Ray Nicholas
x	Carolyn Singh		Jeff Specht	x	Linda Thomas
x	Craig Thompson	x	Joanne Tippin	x	Susan Westler
x	Don Cingrani (N/V)	x	Frank Nigro (N/V)		Scott Yates (N/V)
Other Faculty Present					
Guests					
x	Stacey Bartlett	x	Will Breitbach	x	Crystal Mair
x	Matthew (Student)	x	Jennifer McCandless	x	Sandra Hamilton Slane
x	Damaris Stevens	x	Buffy Tanner	x	Joe Wyse

1. Call to order: Meeting was called to order at 3:02 p.m.
2. Approval of Minutes (Attachment)—March 11, 2019: Susan Meacham asked for several corrections: In the list of Senate members and guests present, Tim Johnston was not marked as

present, but he was in attendance, and Ray Nicholas was marked as present, but he was not in attendance. In our discussion on the add code (item 6.c), the draft minutes stated that Susan had a policy in her syllabus that “required” students to add the course within 24 hours of being issued the add code, but her policy actually states that this is “strongly recommended.” Craig Thompson moved to approve the minutes with the corrections; seconded by Susan Westler. Motion carried with two abstentions (Robb Lightfoot and Ray Nicholas).

3. Opportunity for Public Comment

- a. This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.

4. Reports

- a. Report from the Academic Senate President (Cathy Anderson)
 - i. Cathy highlighted the contents of the current issue of the Senate *Rostrum*.
- b. Report from Instructional Council (Susan Meacham)
 - i. Susan Meacham reported that the following were covered during the March 21st Instructional Council meeting: The compiled rankings of budget initiatives were reviewed before being forwarded to College Council; among the most highly ranked proposals were those with campus-wide significance (a new assessment management system for the Research office, professional development funding, marketing, and new software to improve accessibility in online courses). Jennifer McCandless asked the deans what they would like to see included in future sessions of the Learning Academy for new faculty; this topic will be discussed further in a future deans’ meeting. There was a reminder that there will be a campus-wide power outage during spring break, but servers and email should still be operating; the classified staff STAR awards will be held on the Monday of spring break at the downtown Health Sciences building. There was a reminder that any divisions planning graduation or end-of-year parties or events will need to notify the Office of Instruction. Tim Johnston presented a draft of the Student Equity Plan, and he relayed the Academic Senate’s decision to extend the deadline for using add codes to the day before census, as long as census is in the third week. Jennifer McCandless reported that the number of requests for dual enrollment is up for next year, and she shared an article from the California College League in which a dual enrollment high school student from Red Bluff was interviewed. Jennifer McCandless also shared highlights from the Leading from the Middle conference that she and a team from Shasta College attended; she also introduced the new faculty liaisons for Guided Pathways (Heather Wylie, Cathy Anderson, Ish Rivas, Kari Arambul, Mindy Marlatt, and Leimone Waite).
- c. Report from College Council (Frank Nigro or Cathy Anderson)
 - i. Frank Nigro reported that the meeting minutes for College Council are now fully up to date on their web page.
- d. Reports from Standing Subcommittees (Reports are given by the Co-Chair or delegate as needed)
 - i. Curriculum Committee (Co-Chairs: Scott Yates, Frank Nigro)
 - 1. Susan Westler reported that the committee approved several policies:
 - 1) Starting next year, if a course has not been taught within five years,

faculty must write a statement to the Curriculum Committee explaining why that course should be kept in the catalog and not deactivated; 2) When submitting any program-level work, faculty will document in the Justifications section in CurricUNet the individuals with whom they consulted in the process; 3) Faculty will not need to differentiate between new and revised programs when making substantial changes to a program.

- ii. Scholastic Standards Committee (Co-Chairs: Don Cingrani, Tim Johnston)
 - 1. Don Cingrani reported that Tim Johnston informed the committee that the EW grade (withdrawal because of extenuating circumstances) has been approved by the Chancellor's Office and will be added as a grade option starting next year. Because the Chancellor's Office has not clearly defined what extenuating circumstances are, the Scholastic Standards Committee will be working on establishing what specifically qualifies as such.
- iii. Faculty Excellence Committee (Co-Chairs: Melanee Grondahl, Jennifer McCandless)
 - 1. No report.
- iv. General Education Committee (Co-Chairs: Susan Westler, Carlos Reyes)
 - 1. Susan Westler reported that there were changes made to MATH 114 (Pre-Statistics), so it was approved to meet GE requirements for math competency, but Cathy pointed out that Math faculty did not believe that it qualifies as a GE course; Susan explained that the proposal for this change was made by Carolyn Borg, so the Math Department will need to discuss this with Carolyn. The committee also worked on revising its bylaws to bring them up to date.
- v. SLO Committee (Co-Chairs: Sara McCurry, Kate Ashbey, Will Breitbach)
 - 1. No report.
- e. Reports from Joint Committees (Reports are given by the Co-Chair or delegate as needed)
 - i. Distance Education Committee (Co-Chairs: Tom Glass, Will Breitbach)
 - 1. No report.
 - ii. Student Success Committee (Co-Chairs: Jim Crooks, John Yu)
 - 1. No report.
- f. Report from the Institutional Assessment Committee (Sara McCurry)
 - i. No report.
- g. Guided Pathways (Jennifer McCandless)
 - i. Cathy mentioned that a researcher from Sacramento State University is here on campus today interviewing administrators and faculty as part of a study being conducted by the Chancellor's Office to follow twelve colleges through the Guided Pathways process, and Shasta College was selected as one of those colleges. Jennifer McCandless reported that a team of five attended a Leading from the Middle Learning Academy sponsored by the RP Group. She also pointed out that most of these team members are the faculty who were selected to be the faculty liaisons for Guided Pathways.

5. Informational Items

- a. Dual Enrollment 2019-2020

- i. Sandra Hamilton Slane explained that the plan needs to go to the Board of Trustees for a vote in May and be sent to the Chancellor's Office by the end of June. She explained that the data required will be added in by the Chancellor's Office at the end of March. Because of the tight timeframe, she asked that any input be made as soon as possible so that the Student Success Committee can make any changes when they meet this Thursday. She provided a quick overview of the plan's three parts, the first covering overall student achievement based on five required metrics, the second focusing on the 14 student groups that have been identified as disproportionately impacted, and the third providing a retrospective summary. Sandra explained that for a student group to be recognized in this plan as disproportionately impacted there must be at least ten people enrolled who represent that group, and she stated that there are petitions to add two disproportionately impacted student population groups, previously incarcerated and first-generation attending college, and these petitions will be considered during Thursday's Student Success Committee meeting.
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- c. Recommendation to Discontinue the Business Entrepreneurship Certificate CL.3055 (7 attachments)
The Program Review Committee is recommending discontinuance. AP 4021 includes an opportunity for the Academic Senate to forward comments to President Wyse regarding the recommendation.
 - i. Cathy started by reviewing AP 4021 (Program Review and Discontinuance) to identify the role that Academic Senate plays in the process of program discontinuance; the Senate does not vote to approve or disapprove, but we do have the opportunity to make comments about a discontinuance, and these comments will be forwarded to the Superintendent/President. Stacey Bartlett explained the rationale behind the Program Review Committee's recommendation for discontinuing the program; she pointed out that in the program review process there is a time lag between when program data is submitted and when the PRC reviews that data and makes a recommendation. In the case of the Business Entrepreneurship Certificate program, the data that the committee looked at were from 2016-17, and the review was done in fall of 2018, but after the 2016-17 academic year there were significant changes made to the program, so the PRC's analysis and recommendation were based on data for the program as it was in 2016-17 and not for the program in its current state. Stacey summed it up by saying that we essentially have two different programs with the same name, and it was the earlier iteration that the PRC recommended for discontinuance. Cathy noted that the PRC has recognized the problems surrounding this case and are looking for ways to remedy these. Stacey Bartlett acknowledged that the PRC must recognize that it may be looking at older data and that programs, particularly those in CTE areas, often change in order to be viable, so the committee must wait until it gets the most current and complete data before it makes its analysis and recommendation. Scott Gordon provided some further background on this situation; he noted that entrepreneurship certificate programs are common throughout the state, and they are proven to help generate enrollment. Scott explained that Darren Gurney has substantially revised the Business Entrepreneurship Certificate

program, changing approximately 60% of it, and enrollment has grown considerably. Stacey explained that because of the significant changes made to the program, the PRC did recommend that its name be changed to more clearly distinguish this revised version from the older one. But Scott noted that there are restrictions to what program name can be used because the program name is tied to a TOP code; Don Cingrani insisted that the name be kept the same because it is the most recognizable and obvious one for such a program. Cathy asked for a show of hands in favor of continuing the Business Entrepreneurial Certificate program, and there was overwhelming support for this.

d. Proposed New Program – ADT Spanish (2 attachments)

This program has been approved by the Curriculum Committee. A motion to approve failed to pass at the Academic Senate meeting on February 11, 2019. At this meeting we are considering more complete data and hearing further arguments.

- i. David Cooper shared program information to address concerns that were raised about the viability of the Spanish ADT program. He emphasized the urgency for getting the program approved so that it can be established and have the opportunity to grow. Cathy expressed concern about the low enrollment numbers for SPAN 3 and SPAN 4, which suggested low demand for the ADT. David explained that the recent enrollment numbers are atypically low and not consistent with historical averages, and he added that there will be dual enrollment arrangements in the future that would help expand enrollment. But Stacey Bartlett countered that declining enrollment in world languages is a statewide and nationwide trend, so she recommended reducing the number of units per course from 5 to 4 to attract more students. David also emphasized how the ADT program connects to our efforts with Guided Pathways; in particular, he pointed to the goal of increasing the number of students transferring to UC. James Crockett moved to approve the ADT Spanish program; seconded by Susan Meacham. Robb Lightfoot asked about the window of opportunity for getting this program in place so that students can start it. Stacy was concerned that students starting the program this year would not be able to take SPAN 3 and SPAN 4 next year because the courses could be cancelled as a result of low enrollment. Joanne Tippin asked about accepting AP credit for SPAN 1 and SPAN 2 as another way to generate more enrollment in higher level Spanish courses; David said that the World Languages faculty would be looking at this later this year, and he believes that this would be a good option. Cathy called for a vote on the motion. There were 8 yes votes (Robb Lightfoot, James Crockett, Carolyn Singh, Linda Thomas, Mindy Marlatt, Susan Meacham, Lenore Frigo, Leo Fong), 5 no votes (Haley Mulvihill, Susan Westler, Craig Thompson, Jim Bigelow, Ray Nicholas), and 1 abstention (Leslie Ellingson). The motion failed to carry because it did not receive a minimum of 10 yes votes. Because this discussion was conducted under the pressure of the limited remaining time for the meeting, Ray Nicholas and Don Cingrani recommended that, as a matter of procedure, discussion items requiring a vote be guaranteed sufficient time for thorough discussion.

e. Fulltime Faculty Hiring Procedure (1 attachment)

Continue our discussion; what's working, what's not.

- i. Because of time considerations, this was pushed back to our next meeting.
7. Other— No action may be taken on discussions under the “other” agenda item.
 - a. Susan Meacham reminded everyone that the deadline for nominations for the Excellent Educator awards is this Friday.
 8. Adjournment: Meeting was adjourned at 5:05 p.m.
 9. Next meeting: Monday, April 8, 2019, at 3:00 p.m. in Room 1109

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